Programme Title: BSc (External) Degree in Estate Management   UCAS code: N/A

For students continuing in 2017

Awarding Institution:	University of Reading
Teaching Institution:	University College of Estate Management
Relevant QAA subject benchmarking group(s):	Construction, Property & Surveying
Programme length:	4 years for students entering Part 1
Date of specification:	July 2017
Programme Leader	Alan Hill/ Phil Leverton
Programme Adviser:	N/A
Board of Studies:	Legacy Board of Studies (UCEM)
Optional Placement Year:	N/A
Accreditation:	Royal Institution of Chartered Surveyors

Summary of programme aims

The programme aims to provide students with a sound understanding of the principles and practices involved in estate management up to degree level standard and to prepare them for progression to Masters Level should they so wish.

Transferable skills

During the course of their studies, all students will be expected to enhance their academic and personal transferable skills in line with the University of Reading's Strategy for Learning and Teaching. In following this programme, students will have had the opportunity to develop such skills, in particular relating to career management, communication, interpersonal skills, learning skills, numeracy, self management, use of IT and problem-solving, and will have been encouraged to further develop and enhance the full set of skills through a variety of opportunities available outside their curriculum.

Programme content

Part 1 (Dec - Sept)   *Credits*   *Level*
Compulsory modules

Mod Code	*Module Title*		
F101ECO	Economics 1	20	4
F102LAW	Introduction to Law	20	4
F103TEC	Building Technology 1 (low rise)	30	4
F107MAN	People and Information Management	20	4

Part 2 (Dec – Sept)

Mod Code	*Module Title*		
F104TEC	Building Technology 2 (high rise)	30	4
F105ECO	Economics of Property and Construction	20	5
F106LAW	Property Law	20	5
F108MAN	Managing Products and Finance	20	5

Part 3 (Dec - Sept)   *Credits*   *Level*
Compulsory modules

Mod Code	Module Title		
F209VAL	Valuation & Investment 1	20	6
F210VAL	Valuation & investment 2	30	6
F212PLN	Planning Practice & Policy	20	5
F214CPN	Commercial Property Management	20	5

Part 4 (Dec - Sept)   *Credits*   *Level*
Compulsory modules

Mod Code	Module Title		
F313AV	Applied Valuation	20	6
F317PRO	Project	30	6

Optional modules: (two from the following)

Mod Code	Module Title		
F306LAW	Environmental Law	20	6
F314INV	Investment	20	6
F315SV	Statutory Valuation (compulsory in Singapore)	20	6
F316DEV	Development	20	6

Progression requirements

Each module is assessed to an overall 40% pass mark. There is no minimum requirement in either examinations or assignments.

Students who fail one module at Part 1 may proceed to Part 2 at the discretion of the Examinations Board. They may then have a further attempt at that module at the same time as undertaking their Part 2 modules.

Students who fail one module at Part 2 may proceed to Part 3 at the discretion of the Examinations Board. They may then have a further attempt at that module at the same time as undertaking their Part 3 modules.

Students who fail one module at Part 3 may proceed to Part 4 on the same basis as above.

Students with certain exemption and progression profiles may be allowed to do a combination of modules from different parts in order to balance their workload between years of their course.

Students who fail more than one module must pass the failed modules before proceeding to the next part of the course, notwithstanding the balancing referred to above.

Students are allowed three attempts at each module at each part of the course

For further information, see the Assessment, Progression and Award Regulations:
https://www.ucem.ac.uk/wp-content/uploads/2016/08/UoR-BSc-Assessment-Regulations-non-CAO-2015-16-vV06.00.pdf

Summary of Teaching and Assessment

Teaching is organised in modules that typically involve distance learning study materials supplemented by periods of face to face teaching. All modules are assessed by a mixture of coursework and examinations with the exception of the Project at Part 4. Details are provided in the module descriptors.

The overall classification of the Degree is based upon Part 4 results. Part 3 results can be taken into consideration in appropriate circumstances

Assessment classifications are as follows:

Mark	Interpretation
70-100%	First Class
60-69%	Upper Second
50-59%	Lower Second
40-49%	Third
Failing categories	
30-39%	Below threshold standard (BTS)
0-29%	Unsatisfactory work

Details of the Assessment, Progression and Award Regulations can be found in the UCEM Virtual Learning Environment (VLE)

Late submission of coursework and extension of time:

Assignments submitted within seven days of the due date (one week) will be subject to a 10-mark deduction. Assignments submitted more than seven days (one week) after the due date will be subject to 'feedback only', i.e. a mark of 0 will be awarded, but feedback will still be given. Mitigating circumstances that have been notified to UCEM within 28 days of the original submission date will be considered by the Board of Examiners and, if appropriate, marks may be reinstated.

Students are allowed a set number of extensions per block of study, irrespective of how many modules are being studied – information on the number of extensions permitted on the course is available on the VLE. Where an extension is granted, this date becomes the new due date and the rules on forfeiture of marks apply from this date.

No extensions are permitted for projects.

For further information, see the UCEM Student Handbook on the Virtual Learning Environment (VLE).

Support for students and their learning

The University of Reading provides learning support for local students through the library, which, across its three sites, holds over a million volumes, subscribes to around 4,000 current periodicals. Students currently have no access to the University of Reading computers. It is a requirement of the course that students have personal access to a computer with internet facilities, both for UCEM's website and for the wealth of internet technical information.

Within UCEM, further support is provided by direct email contact with subject tutors, web-based discussion forums through the use of a VLE and the provision of lecture notes and assignment answers on UCEM's website. There is a Programme Leader to offer advice on the choice of modules within the programme. The programme administrators, Student Services staff and tutors (as appropriate) provide pastoral care. Text books, DVDs and CDs are currently provided to support the study material.

Career prospects

The students are normally already in relevant employment and are using the Degree as a means of gaining a professional surveying qualification. The course is widely seen as enhancing career prospects but often leads students to further study at postgraduate level.

Opportunities for study abroad or for placements

Not Applicable. As the programme is on a distance learning basis students are free to travel while they study and examinations can normally be arranged in most countries with sufficient notice.

Programme Outcomes

Knowledge and Understanding

A. Knowledge and understanding of:	**Teaching/learning methods and strategies**
1 the academic and theoretical principles specific for professional expertise in their chosen discipline. 2 the technology required for constructing and maintaining a range of buildings and their associated services. 3 the legal background to working in the construction industry. 4 the economics relating to property. 5 the management of organisations and products	The knowledge required for each module is contained in the study papers and supported by lectures, workshops and seminars. Study papers contain self assessment questions and answers. Feedback is given on assessed work only. In the later stages of the programme students are expected to research more beyond the study materials provided. Use is also made of video and the VLE. *Assessment* Knowledge is tested through a combination of coursework and unseen examinations. The final year includes a project which is a piece of individual research work.

Skills

B. Intellectual skills – able to:		Teaching/learning methods and strategies
1 think logically 2 analyse and solve problems 3 organise tasks into a structured form 4 transfer appropriate knowledge and methods from one topic within a subject to another 5 plan, conduct and write a report on an independent project	→	Logic is an important skill in estate management, especially in valuation and dealing with legal issues. Analysing and solving problems are common activities in the day to day employment of a surveyor. The format of the assignments and examination questions will generally be based around practical situations requiring problem solving. More straight forward problems will be used at the lower parts, but at Parts 3 and 4 students will be required to transfer the knowledge from previous modules and apply it to particular problems. Many surveyors are involved in writing reports for clients. The project will develop independent research and report writing skills. *Assessment* Items 1 – 4 will be assessed during the assignments and examinations, with item 5 being tested in the project module at Part 4.

C. Practical skills – able to:		Teaching/learning methods and strategies
1. carry out valuations for different types of property and for different purposes, taking into account factors such as planning and legal issues, and choosing an appropriate methodology 2. manage property 3. give advice on property matters, such as investment.	→	Students are introduced to the economic principles underlying valuation in the two Economics modules. This is built on in the Valuation and Investment modules and the Applied Valuation module. Valuation for compulsory purchase is dealt with in Statutory Valuation. The Introduction to Law and Property Law modules provide the legal background to issues which may affect valuation. Aspects of property management are covered in the Building Technology and Management modules and further expanded in the Commercial Property Management module. Foundations for investment are covered in the two Economics modules and built on in the Investment module. *Assessment* All assessment is in the assignments and examinations.

D. Transferable skills – able to:	Teaching/learning methods and strategies
1 communicate effectively including using IT 2 work as part of a team 3 be self-motivated 4 manage time 5 develop CPD discipline, including web-based CPD 6 develop a capacity for independent thought	The use of IT is embedded throughout the course. The distance learning aspect of the course encourages self-motivation and time management and, due to the fact that most students are already in employment, it encourages the development of good CPD practice. Team working is difficult to encourage with this type of course but local study groups are encouraged and group exercises at face-to-face sessions are undertaken. *Assessment* Communication in the written form is assessed by assignments and examinations. The ability for independent thought is assessed in the project. The other skills are not directly assessed but their effective use will improve performance in modules.

Please note - This specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. More detailed information on the learning outcomes, content and teaching, learning and assessment methods of each module can be found in the regulations, module description and in the student handbook.

Signed...... *Alan Hill* ....

Alan Hill
Chair of the Joint Boards of Studies

Date...... 8ᵗ AUGUST 2017 ....